

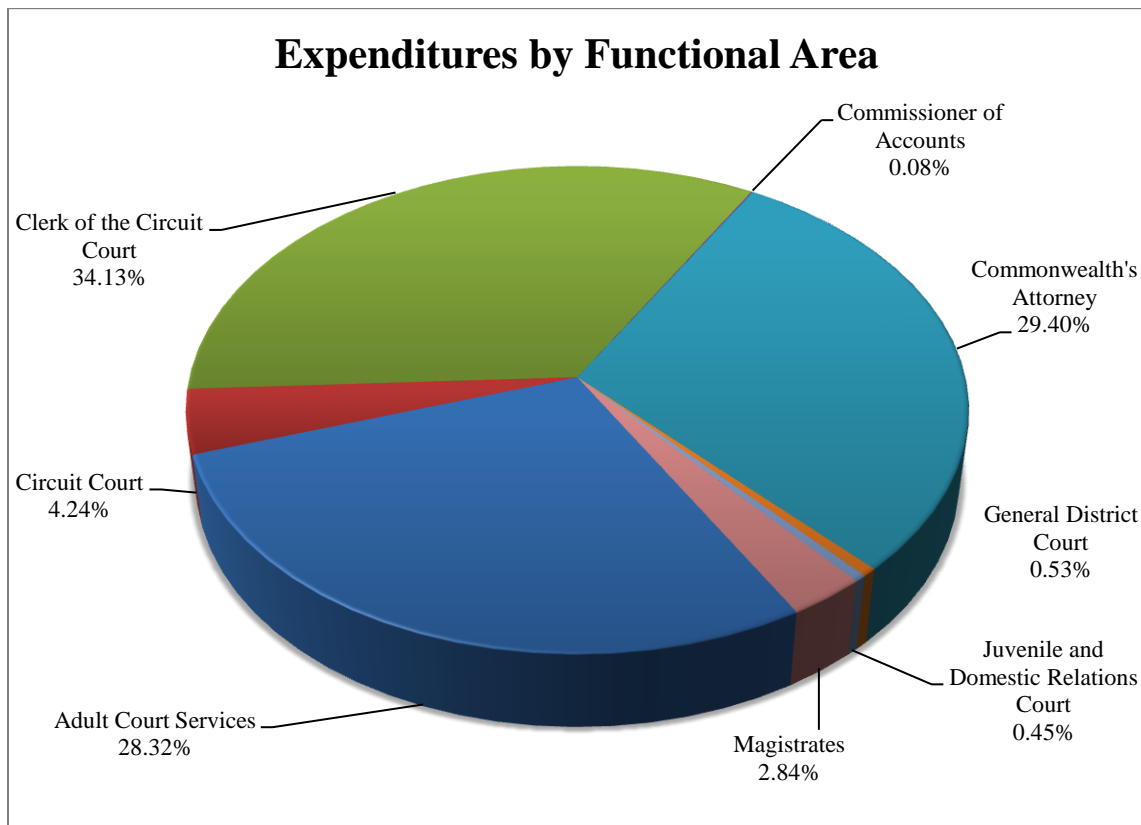
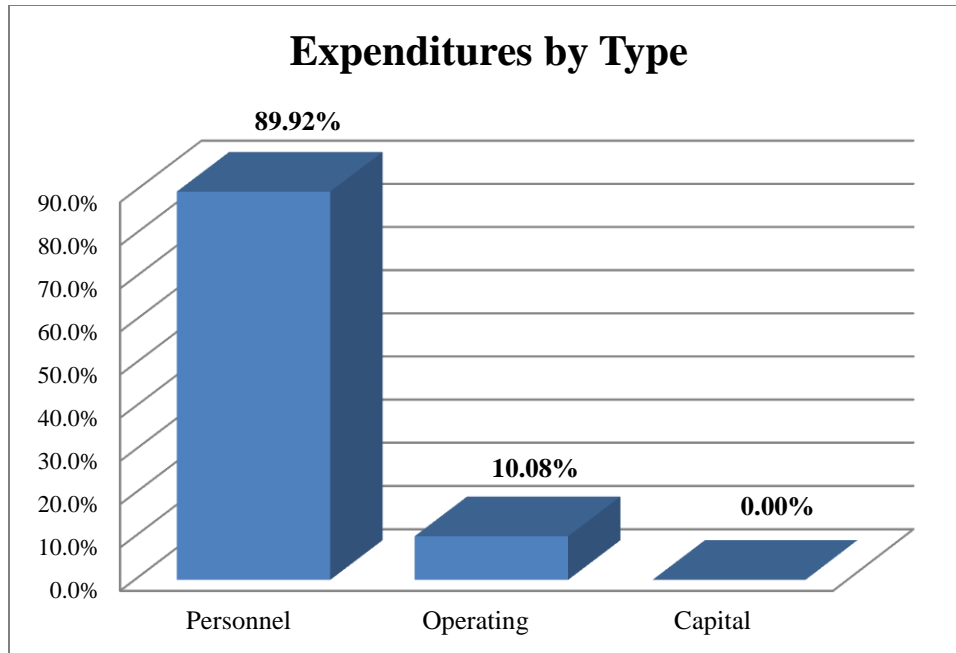
Judicial Administration

Adult Court Services	\$875,338
Circuit Court	131,156
Clerk of the Circuit Court	1,054,890
Commissioner of Accounts	2,400
Commonwealth's Attorney	908,650
General District Court	16,485
Juvenile and Domestic Relations Court	13,848
<u>Magistrates</u>	<u>87,773</u>
Total	\$3,090,540



Fauquier County General District Courthouse

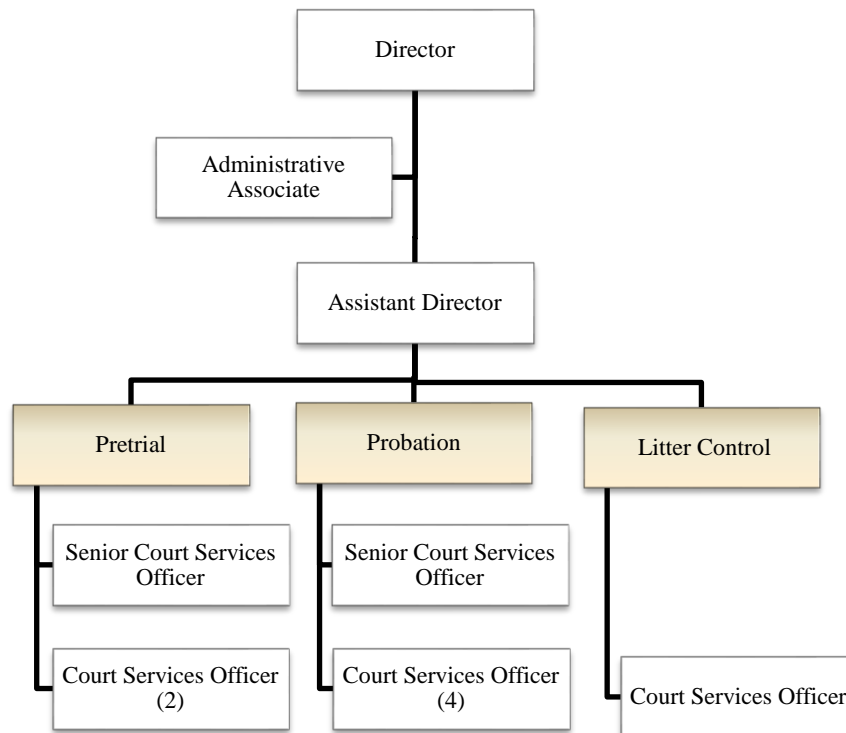
Judicial Administration



Adult Court Services

ORGANIZATIONAL PURPOSE:

The Office of Adult Court Services enhances public safety, reduces jail overcrowding, and increases accountability of criminal offenders by providing criminal justice services to the local courts and the community. These services include, but are not limited to, probation services, pretrial investigation and supervision services, litter control programs, criminal justice grant administration, staff support for the Fauquier/Rappahannock Community Criminal Justice Board, staff support for the Board of Supervisors' Public Safety Committee, and collection and analysis of system data to assess the need for new programs and services, as well as the effectiveness of current services.



GOALS:

- Provide probation services to court-referred offenders.
- Secure State and/or Federal grant revenue for criminal justice services.
- Investigate pretrial detainees and supervise offenders.
- Place and monitor free, community service labor for the County.
- Continue programs to reduce DUI recidivism, mainly the Victim Impact Panel.
- Reduce litter in the County by maintaining the litter control program and implement education programs that discourage littering.

Adult Court Services

KEY PROJECTS FOR FY 2012:

- Provide court-ordered probation to offenders in lieu of costly jail detention.
- Provide pretrial investigation services to the judiciary in order to ensure better informed bail-making decisions.
- Provide pretrial supervision and monitoring of defendants released to the custody of the department while awaiting trial, preserving bed space at the local jail which reduces jail costs.
- Place and monitor court-ordered community service labor in Fauquier and Rappahannock Counties.
- Reduce litter in the County by managing a litter control program, utilizing court-ordered community service workers.
- Collect court costs, fines, and restitution to the victims of crime.
- Serve as lead staff to the Board of Supervisors' Public Safety Committee.
- Act as lead staff and planner for the Fauquier/Rappahannock Community Criminal Justice Board, its subcommittees and task forces.

BUDGET SUMMARY:

	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	FY 2012 Adopted
Costs:				
Personnel	\$731,470	\$775,170	\$800,191	\$799,362
Operating	\$77,252	\$75,964	\$75,976	\$75,976
Capital	\$0	\$0	\$0	\$0
Total	\$808,722	\$851,134	\$876,167	\$875,338
Revenue	\$495,526	\$493,842	\$493,842	\$493,842
Net Local Revenue	\$313,196	\$357,292	\$382,325	\$381,496
Full-time Equivalents	11.00	12.00	12.00	12.00

Program 1: Local Probation

- Provide probationary supervision of court-referred, convicted offenders in lieu of jail detention.
- Provide court reports, testimony, and investigations as ordered.
- Place and monitor court-ordered community service labor.
- Drug-screen offenders to ensure compliance with court-imposed conditions.
- Collect fines, costs, and restitution to the victims of crime.
- Refer offenders to the appropriate remedial resources.

Adult Court Services

SERVICE VOLUME	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	FY 2012 Adopted
Referrals to probation	707	776	750	750
Rate of successful closure	74%	76%	74%	75%
Community service hours performed	7,405	8,830	7,000	7,500
Fines, costs, restitution monitored/collected	\$85,003	\$118,000	\$80,000	\$85,000
Average daily caseload	372	385	380	380
Cases closed	804	863	750	825

OBJECTIVE:

- Maintain successful closure rate of probation cases.

OUTCOME MEASURES	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Goal
Rate of successful closure	74%	76%	75%	75%
Referrals to probation	707	776	725	750
Community service hours performed	7,405	8,830	7,000	7,500

Program 2: Pretrial Services

- Provide pretrial investigation of defendants awaiting trial.
- Provide pretrial reports and recommendations to courts at arraignment.
- Provide supervision to pretrial defendants released to the custody of the department.
- Provide monitoring of general and special conditions of bail; report violations to the courts.
- Apply for arrest warrants in cases of potential safety-risk or risk-of-flight from prosecution.
- Conduct indigence verifications for court-appointed counsel.

SERVICE VOLUME	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	FY 2012 Adopted
Pretrial investigations	423	342	400	375
Pretrial placements	510	425	500	450
Average daily caseload	122	114	120	115
Rate of successful pretrial placements	77%	75%	80%	78%
Indigence verifications	365	300	350	325

Adult Court Services

OBJECTIVE:

- Maintain rate of successful pretrial placements.

OUTCOME MEASURES	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Goal
Pretrial placements	510	425	500	450
Pretrial investigations	423	342	400	375
Rate of successful pretrial placements	77%	75%	80%	78%

Program 3: Litter Control

- Reduce the amount of trash on the County's roadways by providing a cost-effective litter control program.
- Utilize court-ordered community service workers to collect litter.
- Target "problem" areas in the County that have increased litter control needs.
- Report progress of litter pickup to the Courts and the Board of Supervisors.
- Implement education programs to reduce litter.

SERVICE VOLUME	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	FY 2012 Adopted
Litter retrieved (tons)	54	54	50	52
Community service workers used	131	151	125	140

OBJECTIVE:

- Reduce litter in the County by increasing community service hours assigned and completed.

OUTCOME MEASURES	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Goal
Litter retrieved (tons)	54	54	50	52
Community service hours completed	3,550	4,800	2,000	4,000

Adult Court Services

Program 4: Program Administration

- Oversee/coordinate provision of programs and services to the local Courts and criminal justice system.
- Supervise, direct, and evaluate staff work.
- Prepare and administer State grants and ensure compliance with grant guidelines.
- Ensure effective delivery of services and prepare State and local performance reports.
- Collect and analyze systematic data to assess effective delivery of existing services and determine the need for new criminal justice services.
- Serve as lead staff to the Community Criminal Justice Board and the Board of Supervisors' Public Safety Committee.

SERVICE VOLUME	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	FY 2012 Adopted
Administer probation services (hours)	650	650	650	650
Administer pretrial services (hours)	650	650	650	650
Policy development and compliance (hours)	216	216	216	216
Case files audited quarterly	120	120	120	150

OBJECTIVE:

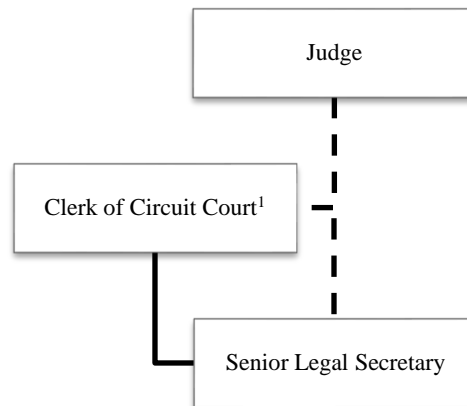
- Increase success rate of all persons (probation and pretrial) placed on supervision.
- Secure grant revenue to support departmental programs.

OUTCOME MEASURE	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Goal
Successful completion rate	75%	76%	75%	77%
Grant revenue secured	\$433,842	\$493,842	\$493,842	\$493,842

Circuit Court

ORGANIZATIONAL PURPOSE:

The Circuit Court is the trial court with the broadest powers in Virginia. The Circuit Court handles all civil cases with claims exceeding \$15,000. In addition to adjudicating all felonies, the Circuit Court hears cases appealed from the General District Court, the Juvenile and Domestic Relations District Court, administrative agencies, and the Board of Zoning Appeals. The Circuit Court handles family matters, including divorce, equity matters, and condemnations. The Circuit Court Judge supervises Grand Jury proceedings within the County. The Judge of the Circuit Court makes appointments to various Boards.



¹Funded in the Clerk of Circuit Court budget

GOALS:

- Administer justice in Fauquier County in a fair, efficient, and timely manner to all litigants, according to law.
- Conduct court hearings openly, except as provided by statute.
- Schedule the trial of cases in accordance with the guidelines as set out by the Supreme Court of Virginia.
- Increase use of the Neutral Case Evaluation Program, a program designed to assist litigants in settling cases prior to trial, which reduces costs of trials to the Court and to litigants.

KEY PROJECTS FOR FY 2012:

- Continue to schedule criminal and civil cases to insure the expeditious processing of these cases.
- Continue administration of neutral case evaluation program, designed to relieve the civil trial docket, and review other options for referral of cases for mediation.
- Implement Judicial Imaging Search (JIS) in the courtrooms and the Judge's chambers to improve productivity and reduce the costs of maintaining paper documents.

Circuit Court

BUDGET SUMMARY:

	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	FY 2012 Adopted
Costs:				
Personnel	\$85,861	\$92,211	\$81,356	\$81,356
Operating	\$57,105	\$56,298	\$49,800	\$49,800
Capital	\$0	\$0	\$0	\$0
Total	\$142,966	\$148,509	\$131,156	\$131,156
Revenue	\$42,450	\$49,188	\$40,500	\$40,500
Net Local Revenue	\$100,516	\$99,321	\$90,656	\$90,656
Full-time Equivalents	1.00	1.00	1.00	1.00

Program 1: Circuit Court

The Fauquier Circuit Court is part of the Twentieth Judicial Circuit, which encompasses Fauquier, Loudoun, and Rappahannock Counties. There is one resident Judge sitting in Fauquier conducting the majority of the jury trials and bench hearings in civil and criminal cases. There are three resident Loudoun County Judges, who assist part-time in Fauquier County. Retired judges also assist the Circuit Court by designation of the Supreme Court of Virginia. One courtroom is usually in session on each business day and both courtrooms are utilized at least eight days a month.

SERVICE VOLUME	CY 2008 Actual	CY 2009 Actual	CY 2010 Adopted	CY 2011 Adopted
Civil cases completed	1,052	906	900	900
Miscellaneous petitions/applications reviewed ¹	838	841	450	250
Criminal cases completed	904	989	1,000	1,000
Number of criminal defendants	292	339	300	300
Jury days	54	56	60	60
Cases ended by trial before Judge	395	523	450	450
Settlement conferences	82	103	95	90

¹In CY 2010, authority for approving concealed handgun permits (when no felony/misdemeanor appears on the applicants' background checks) was transferred to the Clerk of the Circuit Court, reducing this service volume.

Circuit Court

OBJECTIVE:

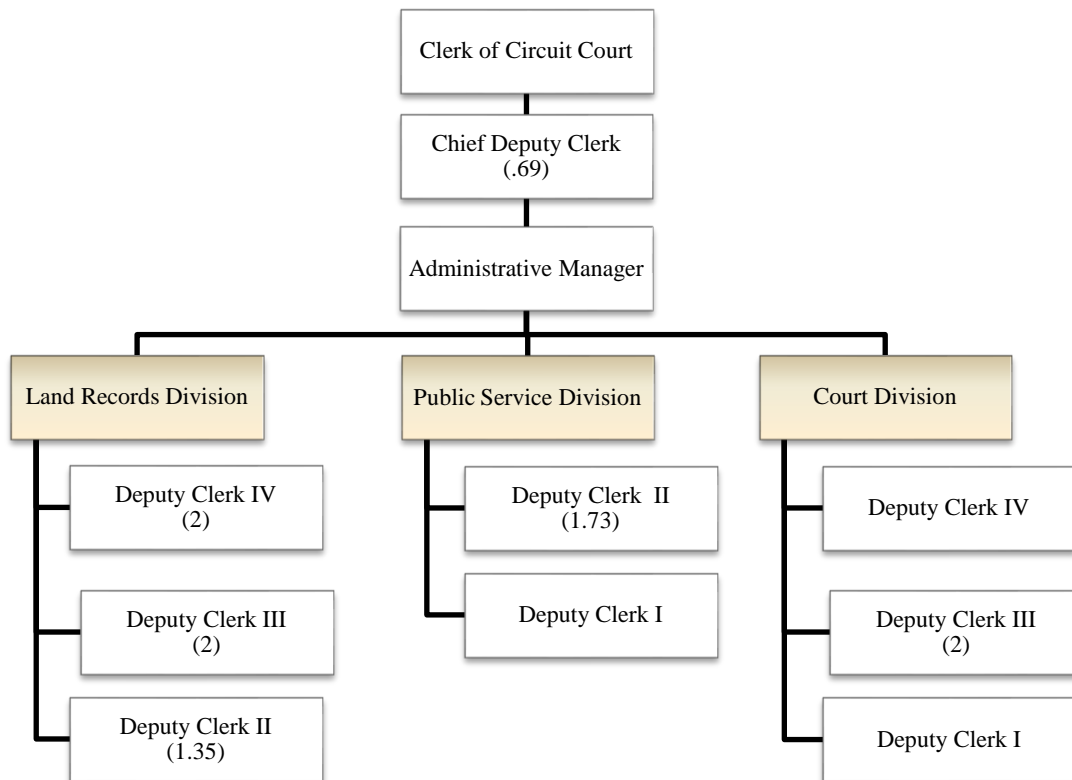
- Reduce costs of trial to Court and to litigants through the Neutral Case Evaluation Program, a program designed to assist litigants in settling cases prior to trial.

OUTCOME MEASURES	CY 2008 Actual	CY 2009 Actual	CY 2010 Estimated	CY 2011 Goal
Cases referred to Neutral Case Evaluation	32	35	36	40
Cases heard by Neutral Case Evaluation	14	24	24	25
Cases settled by Neutral Case Evaluation	10	16	18	20

Clerk of Circuit Court

ORGANIZATIONAL PURPOSE:

The Clerk's Office is the custodian of the Fauquier County land records dating to 1759 and the Circuit Court records. The Clerk of the Circuit Court is a Constitutional Officer elected by the voters of Fauquier County for a term of eight years. The Clerk performs roles in the areas of public safety, court administration, land and business records, public service, and records preservation. The Clerk collects various State and County taxes set by law and transfers revenue to the State and locality. The Clerk has authority to issue marriage licenses, probate wills, grant administrations of estates, and appoint guardians for a minor's personal estate.



GOALS:

- Provide prompt response to customer inquiries and requests.
- Preserve permanent records in an appropriate environment for current and future use.
- Cross-train staff to enhance public service and work production.
- Maintain close contact with multiple agencies, State and local, to work together to receive and provide better services.
- Enhance remote access to land records.
- Improve Internet access to Clerk's Office procedures and forms.

Clerk of Circuit Court

KEY PROJECTS FOR FY 2012:

- Reduce costs of paper, toner, and postage by e-mailing court orders.
- Coordinate with the Supreme Court of Virginia to e-file pleadings in court cases.
- Continue conversion of microfilm and paper records to digital images.
- Continue review of pending court cases to meet case processing guidelines.
- Scan case files to reduce future storage needs and improve access to case files.
- Continue to preserve and maintain permanent records of the Clerk's Office by improving storage of archival records.
- Purge records as dictated by retention schedules set out by the Library of Virginia

BUDGET SUMMARY:

	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	FY 2012 Adopted
Costs:				
Personnel	\$950,229	\$967,725	\$931,803	\$940,835
Operating	\$83,309	\$102,450	\$114,055	\$114,055
Capital	\$0	\$0	\$0	\$0
Total	\$1,033,538	\$1,070,175	\$1,045,858	\$1,054,890
Revenue	\$1,880,382	\$1,686,499	\$2,023,278	\$2,059,150
Net Local Revenue	(\$846,844)	(\$616,324)	(\$977,420)	(\$1,004,260)
Full-time Equivalents	16.00	15.08	14.77	14.77

BUDGET ANALYSIS:

The FY 2012 adopted budget for the Clerk of Circuit Court includes increased benefits costs, due to health insurance. This increase is partially offset by reduced expenditures for group life insurance, lease/rent of equipment, and computer supplies costs.

Clerk of Circuit Court

Program 1: Court Administration/Public Safety

- Coordinate roles of law enforcement and prosecutors in criminal cases.
 - Schedule court hearings and summon jurors and witnesses to provide earliest possible resolution of cases.
 - Provide web access to case information and hearings.
 - Scan court filings to improve access to records.
 - Calculate criminal costs and collect fines, costs, and restitution for distribution to victims.
- Issue warrants of arrest for defendants on new indictments from grand jury, for defendants in violation of the terms of their recognizance, or for probationers who have serious violations of the terms of their release.
- Prepare court orders for criminal cases; enter conviction data for electronic transmission to Virginia State Police, Department of Motor Vehicles, and the Department of Corrections.

SERVICE VOLUME	CY 2008 Actual	CY 2009 Actual	CY 2010 Estimated	CY 2011 Adopted
Judgments	2,510	2,734	2,706	2,700
Civil Cases Filed	1,133	1,170	1,100	1,100
Criminal Cases Filed	930	1,069	900	900
Concealed Handgun Permits	644	662	550	550

Program 2: Land and Public Records

- Record, index, and maintain land records, including deeds, deeds of trust, certificates of satisfaction, plats, covenants, and easements.
- Record and index trade names for individual businesses, partnerships, limited liability companies, and corporations.
- Provide remote access to land records.
- Probate wills, and record various estate documents, such as lists of heirs, inventories, and accounts.
- Issue marriage licenses.

Clerk of Circuit Court

SERVICE VOLUME	CY 2008 Actual	CY 2009 Actual	CY 2010 Estimated	CY 2011 Adopted
Deed book recording	10,928	12,328	12,000	12,000
Financing statements	118	77	70	70
Trade names	330	296	300	300
Wills and fiduciary filings	539	581	580	500
Marriages	418	361	400	400
Notary Public	293	287	270	250

DEPARTMENT OBJECTIVES:

- Provide access to land records through remote access subscriptions.
- Provide access to information about Clerk's Office procedures by posting forms, calendars, and procedures on the County website.
- Provide docket information for court records online at www.courts.state.va.us (Circuit Court Case Information).
- Convert microfilm and paper images to digital images to improve access to records and reduce storage requirements.

OUTCOME MEASURES	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated	FY 2012 Goal
Clerk's Office web page hits	109,374	101,305	100,000	100,000
Clerk's Office web page visitors	26,000 est.	24,505	25,000	25,000
Clerk's web page updates	16	24	20	20
New cases filed and posted to the web	2,300	2,225	2,200	2,200
Subscribers to remote access to land records	70	84	90	90
Land records accessed remotely	2,485,000	2,331,104	2,500,000	2,500,000
Deed/land records images scanned	72,886	74,523	75,000	75,000
Case images scanned	115,490	138,719	130,000	130,000

Commissioner of Accounts

ORGANIZATIONAL PURPOSE:

The Commissioner of Accounts oversees the certification of wills by administrators and executors before being released for their qualifications, as courteously and expeditiously as possible.

GOALS:

- Monitor certification process.
- Assist as necessary to facilitate the process

KEY PROJECTS FOR FY 2012:

- Oversee the process of certification of wills by administrators and executors.

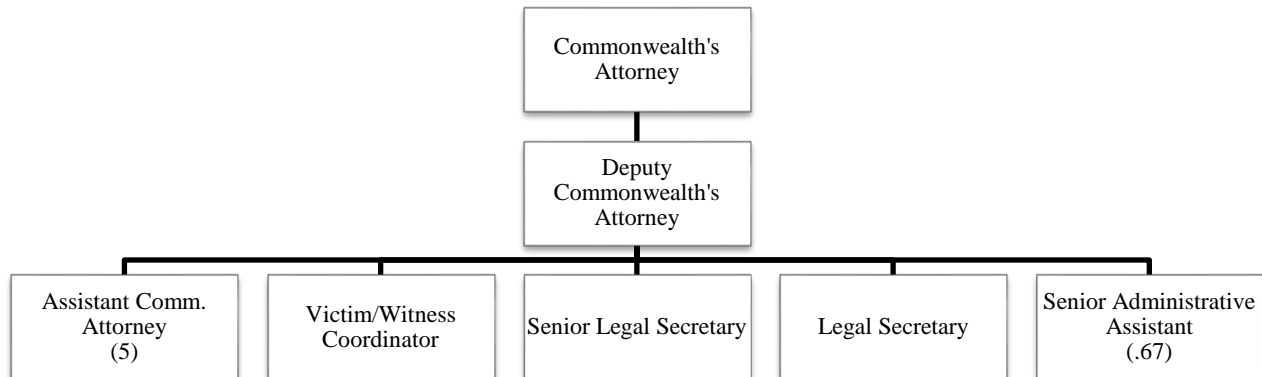
BUDGET SUMMARY:

	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	FY 2012 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$2,400	\$2,400	\$2,400	\$2,400
Capital	\$0	\$0	\$0	\$0
Total	\$2,400	\$2,400	\$2,400	\$2,400
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$2,400	\$2,400	\$2,400	\$2,400
Full-time Equivalents	0.00	0.00	0.00	0.00

Commonwealth's Attorney

ORGANIZATIONAL PURPOSE:

The Commonwealth's Attorney is a Constitutional Officer elected by the registered voters of the County during a general election held every four years. The Commonwealth's Attorney's office prosecutes, on behalf of the Commonwealth and the citizens of Fauquier County, all criminal and traffic cases which come before the County's three State courts to which either the Commonwealth or the County is a party, and to perform such other related duties mandated by statute.



GOALS:

- Provide effective and efficient prosecution of criminal cases on behalf of the citizens of the County in all criminal and traffic cases instituted in the County's three State courts to which either the Commonwealth or the County is a party.
- Work closely with all law enforcement and other agencies involved in the criminal justice system in the County.
- Provide advice and assistance to members of State and local law enforcement agencies regarding specific criminal investigations.
- Thoroughly, adequately, and effectively prepare and present the cases the Commonwealth's Attorney's Office prosecutes.

KEY PROJECTS FOR FY 2012:

- Provide effective and efficient prosecution of criminal cases instituted in the County's three State courts.

Commonwealth's Attorney

BUDGET SUMMARY:

	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	FY 2012 Adopted
Costs:				
Personnel	\$855,589	\$857,104	\$882,122	\$883,409
Operating	\$19,886	\$24,567	\$25,241	\$25,241
Capital	\$0	\$0	\$0	\$0
Total	\$875,475	\$881,671	\$907,363	\$908,650
Revenue	\$448,967	\$423,801	\$470,148	\$450,367
Net Local Revenue	\$426,508	\$457,870	\$437,215	\$458,283
Full-time Equivalents	10.67	10.67	10.67	10.67

OBJECTIVE:

- Provide effective and efficient prosecution of all criminal and traffic cases instituted in the County's three state courts to which either the Commonwealth or the County is a party.

SERVICE VOLUME & OUTCOME MEASURES¹	CY 2008 Actual	CY 2009 Actual	CY 2010 Estimated	CY 2011 Adopted
Cases instituted in the Juvenile and Domestic Relations District Court	1,058	984	944	1,000
Cases instituted in the General District Court	21,405	26,150	21,000	22,000
Cases instituted in the Circuit Court	934	1,072	902	1,000
Jury trials in the Circuit Court	35	38	34	37
Jury trial days in the Circuit Court	41	42	42	45
Bench trials in Circuit Court	11	10	28	30

¹The above figures were obtained from the Virginia Supreme Court and the Fauquier County Circuit Court and are available only on a Calendar Year (CY) basis.

General District Court

ORGANIZATIONAL PURPOSE:

The Fauquier County General District Court presides over all legal proceedings and assures the public is treated fairly and impartially in all of these proceedings before the court. There are three divisions that comprise the functions held in the court: civil, traffic and criminal.

GOAL:

- Provide adequate space, safety, and professional help for the public at all times.

KEY PROJECT FOR FY 2012:

- Preside over all legal proceedings before the court.

BUDGET SUMMARY:

	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	FY 2012 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$16,544	\$18,946	\$16,485	\$16,485
Capital	\$0	\$0	\$0	\$0
Total	\$16,544	\$18,946	\$16,485	\$16,485
Revenue	\$7,457	\$8,927	\$7,000	\$7,000
Net Local Revenue	\$9,087	\$10,019	\$9,485	\$9,485
Full-time Equivalents	0.00	0.00	0.00	0.00

Juvenile and Domestic Relations Court

ORGANIZATIONAL PURPOSE:

The Fauquier County Juvenile & Domestic Relations District Court strives to be constantly aware of and address the ever-changing needs of the citizens of Fauquier County, especially the at-risk juveniles, troubled adults, and their families.

GOALS:

- Strive to save the at-risk youth and assist their families, in order for them to reach their maximum potential.
- Offer at-risk youth every available opportunity to succeed, as this is the right of every individual in our society.
- Protect the community from these troubled youth.

KEY PROJECTS FOR FY 2012:

- Work with at-risk youth and their families, to help mitigate the threat these youth pose to themselves as well as to the surrounding community.

BUDGET SUMMARY:

	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	FY 2012 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$9,645	\$7,845	\$11,366	\$13,848
Capital	\$0	\$0	\$0	\$0
Total	\$9,645	\$7,845	\$11,366	\$13,848
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$9,645	\$7,845	\$11,366	\$13,848
Full-time Equivalents	0.00	0.00	0.00	0.00

BUDGET ANALYSIS:

The FY 2012 adopted budget includes an increase of \$2,482 for rental of office equipment.

Magistrates

ORGANIZATIONAL PURPOSE:

Magistrates are appointed by chief circuit court judges for four year terms. The number of magistrates in each district is authorized by the Committee on District Courts.

While magistrates do not possess trial jurisdiction, they are an integral part of the judicial system and are judicial officers of the Commonwealth of Virginia. The principal function of the magistrate is to provide an independent, unbiased review of complaints brought by police officers, sheriff deputies, and citizens. Magistrates are not police officers, nor do they provide law enforcement; magistrates are issuing officers who serve as a buffer between law enforcement and society. In addition, magistrates may assist the public by providing information on the judicial system processes and procedures. Magistrates have no authority except that which has been expressly conferred by statute.

GOAL:

- Provide services as required by the Supreme Court of Virginia to serve the citizens of Fauquier County.

KEY PROJECTS FOR FY 2012:

- Issue arrest, search, civil warrants; subpoenas; emergency custody, emergency protective, civil or criminal temporary mental detention, and out of service orders.
- Admit to bail or commit to jail.
- Administer oaths and take acknowledgements.
- Act as a conservator of the peace.
- Accept prepayment for certain offenses.

BUDGET SUMMARY:

	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	FY 2012 Adopted
Costs:				
Personnel	\$61,723	\$57,188	\$73,946	\$73,946
Operating	\$13,825	\$10,667	\$13,827	\$13,827
Capital	\$0	\$0	\$0	\$0
Total	\$75,548	\$67,855	\$87,773	\$87,773
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$75,548	\$67,855	\$87,773	\$87,773
Full-time Equivalents	0.00	0.00	0.00	0.00